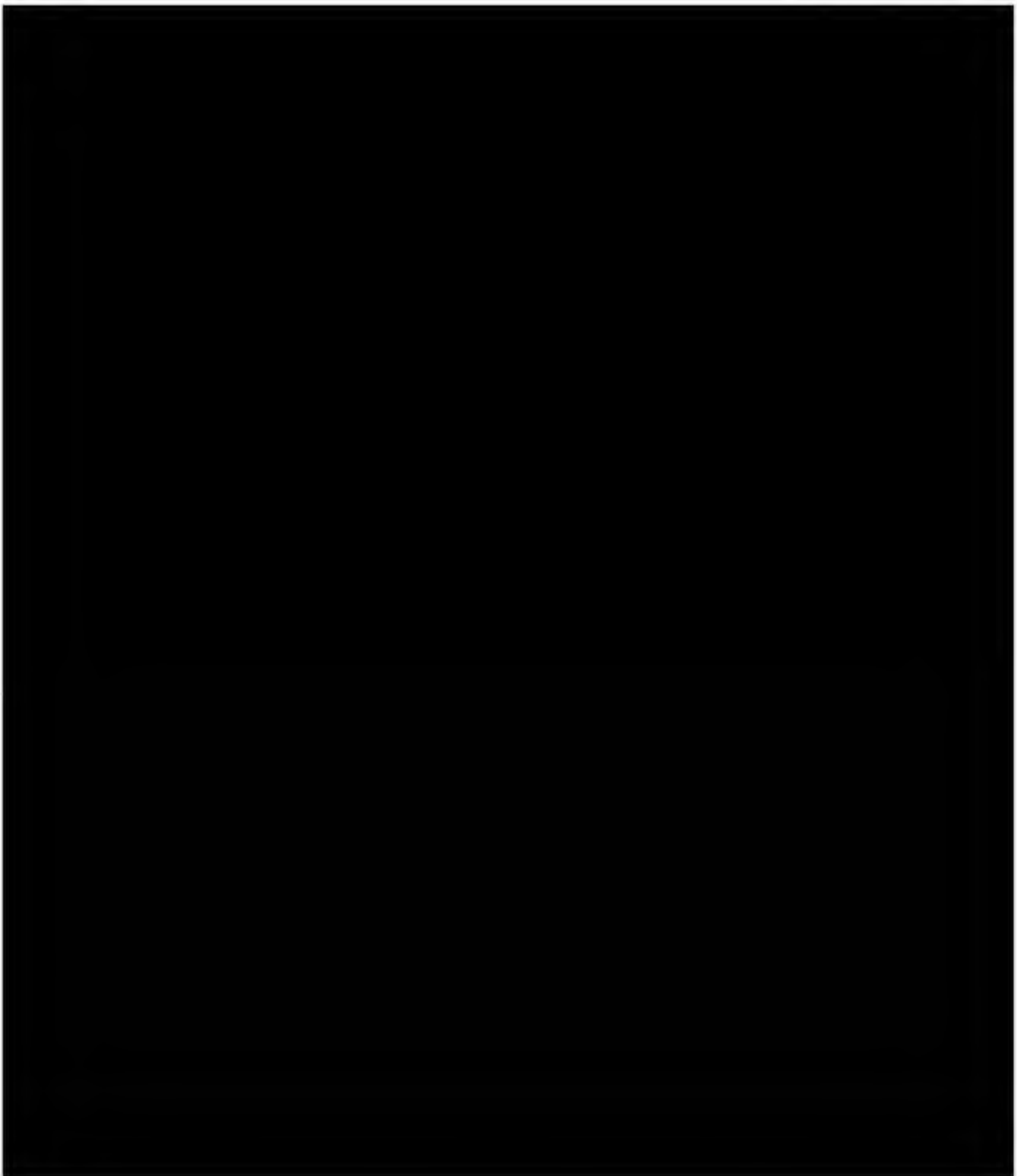


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HR [REDACTED]

11. POSITION CLASSIFICATION

a. GENERAL. The Director of Central Intelligence is authorized to establish salary levels or rates of pay for Agency employees by the Central Intelligence Act of 1949, as amended. The objective of Agency position classification<sup>/1/</sup> is to provide a position grade structure, derived primarily from the application of Government-wide evaluation criteria, that will insure job/pay equity within the Agency and comparability<sup>/e/</sup> with position grade structures throughout the Federal Government for similar kinds and levels of work.

b. POLICY. Insofar as practicable, it is Agency policy to adhere to:

(1) The basic principles and concepts of the Classification Act of 1949, as amended, for the classification of General Schedule positions.

(2) The intent of ~~the~~ 313, August 1947, for the classification of Scientific Pay Schedule (SPS) positions<sup>/Public Law/</sup>

./.

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→ (3) ~~The~~ provisions of the Government Employees  
/T/  
Salary Reform Act of 1964 for the classification of  
positions at levels IV and V of the Executive Pay Schedule

(4) ~~The~~ Federal Wage System for the classification  
/T/  
of local area wage positions

(5) ~~Lead~~ agency pay practices for the classification  
/L/  
of Government Printing ~~(or)~~ and Graphic Arts ~~(or)~~ positions

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(7) ~~The~~ military occupational classification system  
/T/  
for Agency positions that require the assignment of military  
personnel.

c. DEFINITIONS

(1) ~~Position.~~ The duties and responsibilities  
/POSITION/  
which, in the aggregate, constitute a job requirement as  
assigned to an employee by Agency management.

→ (2) ~~Position Classification.~~ The data collection,  
/POSITION CLASSIFICATION/  
analysis, evaluation, and approval of positions by salary

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or wage schedule, position title, occupational code, and grade.

(3) ~~Position Description~~. The official  
/POSITION DESCRIPTION/  
documentation which describes major duties, responsibilities, and related requirements of a position.

(4) ~~Position Classification Standard~~. The  
/POSITION CLASSIFICATION STANDARD/  
criteria approved by the Director of Personnel for classifying positions by schedule, title, occupational code, and grade.

(5) ~~Survey~~. Comprehensive position classification  
/SURVEY/  
and position management review of organizational elements or occupational disciplines.

d. /PROGRAM. The position classification program  
/ POSITION CLASSIFICATION /  
of the Agency encompasses the following:

(1) The evaluation of new and existing positions to determine proper titles, occupational codes and grades as applicable to salary and wage systems that include General Schedule through grade GS-18, ~~Scientific~~ /SPS/, Executive Pay Schedule ~~(EP)~~, federal wage system, lead agency practices, and foreign local wage schedules  
// /F/  
./.

*HR*



*→*

(2) The conduct of comprehensive position classification reviews of organizational elements or occupational categories |

*/./*

(3) The development, implementation, maintenance of, and adherence to, position classification standards consistent with job evaluation systems prescribed for use throughout the Federal Government competitive service |

*/./*

(4) The authentication and issuance of new and revised staffing complements to reflect approved position classification actions |

*/./*

(5) The development, approval, issuance, and maintenance of an official record of all position titles and occupational codes used within the Agency |

*/./*

(6) The maintenance of official Agency position descriptions.

e. ~~Responsibilities~~  
/RESPONSIBILITIES/

(1) The Director of Central Intelligence or designee will:

(a) Provide policy guidance and direction for  
*/P/*

*→*

the development and administration of the Agency's position

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classification program

./.

(b) Approve the classification of supergrade  
/A/  
(GS-16 through GS-18) and ~~scientific~~ SPS positions

./.

(c) Be the final authority for position  
/B/  
classification appeals.

(2) Deputy Directors and Heads of Independent  
Offices will:

(a) Insure that subordinate managers and  
/E/  
supervisors are knowledgeable of the position classification  
systems as applied in the Agency and the relationships  
of these systems to such managerial considerations as job pay  
equity and budgeting

///

./.

(b) Insure that component managers under their  
/E/  
jurisdiction provide documentation in accordance with  
formats prescribed by the Director of Personnel for positions  
undergoing classification review

./.

(c) Determine whether position classification  
/D/  
decisions made by the Director of Personnel as the result  
of an appeal should be further appealed to the Director of  
Central Intelligence or designee for final resolution and,

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- if so, insure that justifications are provided  
/e/
- (d) Review draft position classification standards  
/R/
- for accuracy of occupational coverage, proper levels of work, and to recommend substantive changes.
- (3) Managers and Supervisors at all levels will:  
/s/
- (a) Insure the validity of proposed job requirements  
/E/
- /./
- (b) Insure that requests for position classification actions are fully documented in a format prescribed by the Director of Personnel  
/E/
- /./
- (c) Prepare substantive justifications when submitting position classification appeals to the Director of Personnel or to higher appellate authority.  
/P/
- (4) The Director of Personnel will:
- (a) Establish and administer a centralized position classification program for the Agency consistent with those of other Federal agencies  
/E/
- /./
- (b) Approve position classification standards for use in classifying Agency positions and insure adherence thereto  
/A/
- /e/
- /./

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→ (c) Adjudicate position classification appeals  
/A/  
submitted by the head of a component

(d) Establish formats to be used by component  
/E/  
managers and supervisors in preparing position descriptions  
and other job information submissions.

(5) The Chief, Position Management and  
Compensation Division (PMCD), Office of Personnel will:

(a) Schedule and conduct position classification  
/S/  
and position management surveys of organizational elements  
or by occupational categories

(b) Approve and implement classification findings  
/A/  
for positions in the General Schedule through GS-15 and for  
all wage grade positions [if appeals have not been submitted  
by component heads to the Director of Personnel within 30  
calendar days after being duly notified of such findings]

(c) Implement classification decisions made at  
/I/  
appellate levels

(d) Develop, and after approval by the Director  
/D/  
of Personnel, issue, apply, and maintain position classification  
standards

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(e) Authenticate and issue new and revised  
/A/  
staffing ~~complements~~ that reflect approved position  
/complements/  
classification actions.

./.  
(f) Develop, approve, issue, and maintain the  
/D/  
official record of all Agency position titles and  
occupational codes.

./.  
(g) Provide component heads, the Director of  
/P/  
Personnel, and appellate officials with evaluation statements  
and other data that is supportive of PMCD classification  
determinations.

./.  
(h) Maintain all official Agency position  
/M/  
descriptions.

f. CLASSIFICATION APPEALS. Position classification  
findings by PMCD may be appealed by the head of a component  
in writing to the Director of Personnel within 30 calendar  
days of notification of such findings. After review of the  
appeals, the Director of Personnel will decide which findings  
will be implemented on staffing complements. If there is  
/f/  
disagreement with the decisions of the Director of Personnel,  
the head of the component may, in company with the appropriate

^

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→ Deputy Director, meet with the Director of Personnel to resolve the issues in dispute. If the Director of Personnel sustains the original appellate decisions, the head of the component, with the approval of the concerned Deputy Director, may further appeal the decisions through the Director of Personnel to the Director of Central  
→ Intelligence or designee for final adjudication.

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DRAFT A

PERSONNEL

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~~Synopsis.~~ This regulation prescribes the objective,  
/YNOPSIS/  
policy, parameters, responsibilities, and appeal procedure  
that govern the Agency's position classification program.

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DRAFT A

PERSONNEL

HR [REDACTED]

11. POSITION CLASSIFICATION

a. GENERAL. The Director of Central Intelligence is authorized to establish salary levels or rates of pay for Agency employees by the Central Intelligence Act of 1949, as amended. The objective of Agency position classification<sup>/1/</sup> is to provide a position grade structure, derived primarily from the application of Government-wide evaluation criteria that will<sup>primarily</sup> insure job/pay equity within the Agency and<sup>separately</sup> comparability with position grade structures throughout the Federal Government for similar kinds and levels of work.

b. POLICY. Insofar as practicable, it is Agency policy to adhere to:

(1) The basic principles and concepts of the Classification Act of 1949, as amended, for the classification of General Schedule positions.

(2) The intent of ~~the~~ 313, August 1947, for the classification of Scientific Pay Schedule (SPS) positions<sup>/Public Law/</sup>

/./

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(3) ~~the~~ provisions of the Government Employees  
/T/  
Salary Reform Act of 1964 for the classification of  
positions at levels IV and V of the Executive Pay Schedule

(4) ~~the~~ Federal Wage System for the classification  
/T/  
of local area wage positions

(5) ~~lead~~ agency pay practices for the classification  
/L/  
of Government Printing ~~(GP)~~ and Graphic Arts ~~(GA)~~ positions  
/GP/ /GA/ / /

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(7) ~~the~~ military occupational classification system  
/T/  
for Agency positions that require the assignment of military  
personnel.

c. DEFINITIONS

(1) ~~Position~~. The duties and responsibilities  
/POSITION/  
which, in the aggregate, constitute a job requirement as  
assigned to an employee by Agency management.

(2) ~~Position Classification~~. The data collection,  
/POSITION CLASSIFICATION/  
analysis, evaluation, and approval of positions by salary



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or wage schedule, position title, occupational code, and grade.

(3) ~~Position Description~~. The official  
/POSITION DESCRIPTION/  
documentation which describes major duties, responsibilities,  
and related requirements of a position.

(4) ~~Position Classification Standard~~. The  
/POSITION CLASSIFICATION STANDARD/  
criteria approved by the Director of Personnel for  
classifying positions by schedule, title, occupational  
code, and grade.

(5) ~~Survey~~. Comprehensive position classification  
/SURVEY/  
and position management review of organizational elements  
or occupational disciplines.

d. PROGRAM. The position classification program  
/ POSITION CLASSIFICATION /  
of the Agency encompasses the following:

(1) The evaluation of new and existing positions  
to determine proper titles, occupational codes and grades  
as applicable to salary and wage systems that include  
General Schedule through grade GS-18, ~~Scientific~~ SPS,  
Executive Pay Schedule ~~(EP)~~, Federal wage system, lead  
agency practices, and foreign local wage schedules  
// /F/  
./.



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(2) The conduct of comprehensive position classification reviews of organizational elements or occupational categories

/./

(3) The development, implementation, maintenance of, and adherence to, position classification standards consistent with job evaluation systems prescribed for use throughout the Federal Government competitive service

/./

(4) The authentication and issuance of new and revised staffing complements to reflect approved position classification actions

/./

(5) The development, approval, issuance, and maintenance of an official record of all position titles and occupational codes used within the Agency

/./

(6) The maintenance of official Agency position descriptions.

e. ~~Responsibilities~~

/RESPONSIBILITIES/

(1) The Director of Central Intelligence or designee will:

(a) Provide policy guidance and direction for

/P/



the development and administration of the Agency's position

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→ classification program

./.

(b) Approve the classification of supergrade

/A/

(GS-16 through GS-18) and ~~Scientific~~ SPS positions

./.

(c) Be the final authority for position

/B/

classification appeals.

(2) Deputy Directors and Heads of Independent

Offices will:

(a) Insure that subordinate managers and

/E/

supervisors are ~~knowledgeable of the position classification~~

/aware of their responsibility for position/

~~systems as applied in the Agency~~ and the relationships

/classification and position management/

of these ~~systems~~ to such managerial considerations as job pay

/functions/

///

equity and ~~budgeting~~/, efficiency, ~~/~~ /economy of operations./

(b) Insure that component managers under their

/E/

jurisdiction provide documentation ~~in accordance with~~~~formats~~ prescribed by the Director of Personnel for positions

undergoing classification review

./.

(c) Determine whether position classification

/D/

decisions made by the Director of Personnel as the result

of an appeal should be further appealed to the Director of

→ Central Intelligence or designee for final resolution and,

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if so, ensure that justifications are provided.

(d) Review draft position classification standards for accuracy of occupational coverage, proper levels of work, and to recommend substantive changes.

(3) Managers and supervisors as a part of their managerial responsibilities will:  
/ei/

(a) Be familiar with and apply the principles of the Agency's position classification system.

(b) Ensure the vailidity of proposed job requirements.

(c) Ensure that requests for position classification actions are fully documented in a format prescribed by the Director of Personnel.  
/it/

(d) Prepare substantive justifications when submitting position classification appeals to the Director of Personnel or to higher appellate authority.

(4) The Director of Personnel will:

(a) Establish and administer a centralized position classification program for the Agency consistent with those of other Federal agencies.

(b) Approve ~~position~~ classification standards for use in classifying Agency ~~positions~~ and ensure adherence thereto.  
/position/  
/positions/

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(c) Adjudicate position classification appeals  
/A/  
submitted by the head of a component

(d) Establish formats to be used by component  
/E/  
managers and supervisors in preparing position descriptions  
and other job information submissions.

(5) The Chief, Position Management and  
Compensation Division (PMCD), Office of Personnel will:

(a) Schedule and conduct position classification  
/S/  
and position management surveys of organizational elements  
or by occupational categories

(b) Approve and implement classification findings  
/A/  
for positions in the General Schedule through GS-15 and for  
all wage grade positions if appeals have not been submitted  
by component heads to the Director of Personnel within 30  
calendar days after being duly notified of such findings

(c) Implement classification decisions made at  
/I/  
appellate levels

(d) Develop, and after approval by the Director  
/D/  
of Personnel, issue, apply, and maintain position classification  
standards



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(e) Authenticate and issue new and revised  
/A/  
staffing ~~complements~~ that reflect approved position  
/complements/  
classification actions

/./  
(f) Develop, approve, issue, and maintain the  
/D/  
official record of all Agency position titles and  
occupational codes

/./  
(g) Provide component heads, the Director of  
/P/  
Personnel, and appellate officials with evaluation statements  
and other data that is supportive of PMCD classification  
determinations

/./  
(h) Maintain all official Agency position  
/M/  
descriptions.

f. CLASSIFICATION APPEALS. Position classification findings by PMCD may be appealed by the head of a component in writing to the Director of Personnel within 30 calendar days of notification of such findings. After review of the appeals, the Director of Personnel will decide which findings will be implemented on staffing complements. If there is  
/f/  
disagreement with the decisions of the Director of Personnel,  
the head of the component may ~~in company with~~ the appropriate  
/refer the matter to/



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- ➔ Deputy Director, ~~meet with the Director of Personnel to~~  
/who, after review of the determination, may meet with the/  
~~resolve the issues in dispute.~~ If the Director of  
/Director of Personnel to reconcile the issues involved./  
Personnel sustains the original appellate decisions, the  
head of the component, with the approval of the concerned  
Deputy Director, may further appeal the decisions through  
the Director of Personnel to the Director of Central  
➔ Intelligence or designee for final adjudication.

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SYNOPSIS. This regulation prescribes the objective, policy, parameters, responsibilities, and appeal procedure that govern the Agency's position classification program.



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11. POSITION CLASSIFICATION

a. GENERAL. The Director of Central Intelligence is authorized to establish salary levels or rates of pay for Agency employees by the Central Intelligence Act of 1949, as amended. The objective of Agency position classification is to provide a position grade structure which will promote and maintain internal job/pay equity within occupations across Agency components, and to the extent practicable, ensure compatibility with position grade structures throughout the Federal Government for similar kinds and levels of work.

b. POLICY. Insofar as practicable, it is Agency policy to adhere to:

(1) The basic principles and concepts of the Classification Act of 1949, as amended, for the classification of General Schedule positions.

(2) (3) The provisions of the Federal Civil Service Reform Act of 1978 as they apply to the classification of positions into levels I through VI of the Senior Intelligence Service.

(4) (5) The Federal Wage System for the classification of local area wage positions.

(6) (7) Lead agency pay practices for the classification of Government Printing (GP) and Graphic Arts (GA) positions.

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(8) (9) The military occupational classification system for Agency positions that require the assignment of military personnel.

(10) (11) The intent of Public Law 313, August 1947, for the identification of Scientific positions within the Senior Intelligence Service.

c. DEFINITIONS

(1) POSITION. The duties and responsibilities which, in the aggregate, constitute a job requirement as assigned to an employee by Agency management.

(2) POSITION CLASSIFICATION. The data collection, analysis, evaluation, and approval of positions by salary or wage schedule, position title, occupational code, and grade.

(3) POSITION DESCRIPTION. The official documentation which describes major duties, responsibilities, and related requirements of a position.

(4) POSITION CLASSIFICATION STANDARD. The criteria approved by the appropriate authority for classifying positions by schedule, title, occupational code, and grade.

(5) SURVEY. Comprehensive position classification and position management review of organizational elements or occupational disciplines.

d. POSITION CLASSIFICATION PROGRAM. The position classification program of the Agency encompasses the following:

(1) The evaluation of new and existing positions to determine proper titles, occupational codes, and grades as applicable to salary and wage systems that include General Schedule, ~~through grade GS-15~~, levels I through VI of the Senior Intelligence Service, Federal wage system, lead agency practices, and foreign local wage schedules.

(2) The conduct of comprehensive position classification reviews of organizational elements or occupational categories.

(3) The development, implementation, maintenance of, and adherence to, position classification standards that recognize the atypical characteristics of certain Agency occupations and reflect the methodologies of job evaluation systems in use throughout the Federal Government competitive service.

(4) The authentication and issuance of new and revised staffing complements to reflect approved position classification actions.

(5) The development, approval, issuance, and maintenance of an official record of all position titles and occupational codes used within the Agency.

(6) The maintenance of official Agency position descriptions.

e. RESPONSIBILITIES

(1) The Director of Central Intelligence or designee will:

(a) Provide guidance and direction for the development and administration of the Agency's position classification program.

(b) Approve the classification of positions into levels I through VI of the Senior Intelligence Service.

(c) Be the final authority for position classification appeals.

(d) Approve evaluation criteria for classifying positions into levels I through VI in the Senior Intelligence Service.

(2) Deputy Directors and Heads of Independent Offices will:

(a) Ensure that subordinate managers and supervisors are aware of their responsibility for position classification and position management of these functions to such managerial considerations as job/pay equity, efficiency, and economy of operations.

(b) Ensure that component managers under their jurisdiction provide documentation prescribed by the Director of Personnel for positions undergoing classification review.

(c) Determine whether position classification decisions made by the Director of Personnel as the result of an appeal should be further appealed to the Director of Central Intelligence or designee for final resolution and, if so, ensure that justifications are provided.

✓ (d) Ensure draft position classification standards are reviewed by appropriate subordinate officials for accuracy of occupational coverage, proper levels of work, and recommend <sup>pertinent</sup> substantive changes.

(3) Managers and supervisors as a part of their managerial responsibilities will:

(a) Be familiar with and apply the principles of the Agency's position classification system.

✓ (b) Ensure the validity of proposed job requirements.

(c) Ensure that requests for position classification actions are fully documented in a format prescribed by the Director of Personnel.

(d) Prepare written substantive justifications when submitting position classification appeals to the Director of Personnel or a higher appellate authority.

✓ (e) As circumstances dictate, request in writing to the Director of Personnel an extension of the 30 days time limit for submitting position classification appeals.

✓ (4) The Director of Personnel will:

(a) Establish and administer a centralized position classification program for the Agency consistent with those of other Federal agencies.

✓ (b) Approve position classification standards for use in classifying Agency <sup>General Schedule</sup> positions ~~through GS-15~~ and ensure adherence thereto.

✓ (c) Adjudicate <sup>for all General Schedule positions under dispute</sup> [position] classification appeals submitted by the head of a component.

(d) Establish formats to be used by component managers and supervisors in preparing position descriptions and other job information submissions.

✓ (e) Approve requests from component heads for extension of time limit for submitting position classification appeals based on the merits of each individual request.

✓ (5) The Chief, Position Management and Compensation Division (PMCD), Office of Personnel, will:

(a) Schedule and conduct position classification and position management surveys of organizational elements or by occupational categories.

(b) Approve and implement classification findings for positions in the General Schedule ~~through GS-15~~ and for all wage grade positions if, <sup>the information is read</sup> appeals have not been submitted in writing ~~by component heads~~ to the Director of Personnel within 30 calendar days <sup>the information has been</sup> after being duly notified of such findings.

- (c) Implement classification decisions <sup>made at appellate</sup> ~~by the Director~~ <sup>levels</sup> of Personnel, issue, apply, and maintain position classification standards.
- (d) Develop, and after approval by the appropriate authority issue, apply, and maintain position classification standards.
- (e) Authenticate and issue new and revised staffing complements that reflect approved position classification actions.
- (f) Develop, approve, issue, and maintain the official record of all Agency position titles and occupational codes.
- (g) Provide component heads, the Director of Personnel, and appellate officials with evaluation statements and other data that is supportive of PMCD classification determinations.
- (h) Maintain all official Agency position descriptions.
- (i) Provide justification data in defense of <sup>disputed</sup> position classification findings ~~in dispute~~ to the appellate authority on a priority basis.

f. CLASSIFICATION APPEALS. <sup>Position</sup> Classification findings by <sup>concerning General Schedule and wage grade positions</sup> PMCD may be appealed by the head of a component in writing to the

Director of Personnel within 30 calendar days of notification of such findings. <sup>the component may request in writing to the Director of Personnel an extension of the thirty days time limit when additional time is necessary for submitting a meaningful appeal, provided that the requested time extension is specifically stated.</sup> After review of the appeals, the Director of Personnel will decide which findings will be implemented on

staffing complements. If there is disagreement with the decisions of the Director of Personnel, the head of the component may refer the matter to the appropriate Deputy Director who, after review of the determination, may meet with the Director of Personnel to reconcile the issues involved. If the Director of Personnel sustains the original appellate decisions, ~~the head of the component,~~ <sup>the</sup> ~~with the approval of the concerned Deputy Director,~~ <sup>submit</sup> may further